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Chief, Management Staff

12 September 1957

Chief, Records Management Staff

Weekly Report - Week ending 11 September 1957

1. Contribution

a. Tangible

- (1) The Records Center received 116 cubic feet of inactive records and disposed of 35 cubic feet.
- (2) Redesignated a form required by the Office of Security to reduce the number of pages from 11 to 3, thereby saving 1500 pages in the overall of printing.
- (3) Twenty-one new and revised forms were approved.
- (4) A revised Courier Receipt and Log Record has been completed and submitted to Logistics for procurement. It is estimated that an annual saving of \$90,000 will accrue through this revised form.

b. Intangible

None

2. Assignments - Active

- a. Review of Records Control Schedule, ID/P.
- b. Review of Records Control Schedule, Office of Personnel. Project 55% completed.
- c. Review of Vital Personnel Records. First draft of staff paper completed.
- d. Review of Records Control Schedule, OSI.
- e. Forms Management Study, Printing Services Division. Based on the progress of the survey, to date about 60% of the forms used in one organizational element of this division are unofficial. On this basis, it appears that this survey will be productive.

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- f. Twelve new and revised forms in process.
 - g. Review of forms not ordered for 18 months. Survey indicates approximately 10% of these are obsolete.
 - h. Review of requisitions for filing equipment and supplies; four approved, one returned for further justification.
 - i. Installation of Shelf Filing, Biographic Register.
 - j. Preparation of Regulation and Handbook, Reports Management.
 - k. Installation of Filing system, OSI.
 - l. Shelf File Installation, Office of Comptroller.
3. Assignments - Inactive
- a. Installation of Subject-Matter Filing System, Benefits and Casualty Division.
 - b. Shelf File Installation, Industrial Register.
 - c. Shelf File Installation, Office of Security.
 - d. Shelf File Installation, Space Layout and Equipment Study, CI, [redacted]
4. News
- a. More than two months ago we submitted to the Logistics office a requirement for printing the Information Report form, Form 1a. So far the contract has not been awarded. In the meantime, stocks are low. We have advised all Agency officers concerned who are not pleased with the situation; neither are we.

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Mgt/5/106, [redacted]

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